



Post Office Mail Handling Policy

1. All incoming student mail will be sorted by unit number on the mail piece.
2. All 1st class mail without the unit numbers or names will be put into a tub or tubs to be distributed after the mail with unit numbers have been distributed.
3. All first class mail, periodicals, and campus mail, that does not have a unit number will then be looked up in the computer for box number and distributed. Mail without a name, will have an e-mail sent to any students in the unit number in question to verify if mail is for them.
4. All "junk" mail will be considered improperly addressed and will be recycled if it does not have a unit number. "Junk" mail is generally mail that is sent at non-profit, presorted standard, and bulk mail rates. This type of mail are items such as Victoria Secrets catalogs, LL Bean Catalogs, credit card solicitations, etc.
5. Bulk mailings that are addressed to students that are bulk rate mailings will be recycled if they are not related to University business. These items are considered delivered by the Mechanicsburg Post Office once we receive them and are up to our discretion for delivery.